

Chief Pozzo

COUNTY OF LOUDOUN

Office of the County Administrator

Memorandum

DATE: September 15, 2008

TO: Department Heads
Staff Contacts to Advisory Boards
Advisory Board Chairpersons

FROM: Julie Withrow, Assistant to the County Administrator
Leslie Hansbarger, Assistant to the County Administrator

SUBJECT: Board-Approved Changes Regarding Advisory Boards, Commissions and Committees

The Board of Supervisors, upon recommendation from the Ad Hoc Committee on Staff Aide Policies, Boards and Commissions, has approved several policies that are applicable to all advisory boards, commission and committees. These policies, which are now in effect, may have some impact on your advisory board by-laws. We suggest you review your by-laws and revise them as needed to ensure compliance with the following:

1. There can be no changes to composition of the group without Board approval
2. All substantive changes to the group and/or by-laws requires Board approval
3. All members of the group must be appointed by the Board
4. The group must provide input to the Board on some cyclical basis as to activity, products, etc.
5. Staff serving on advisory boards should not be voting members (the Fire and Rescue Commission and the Affordable Dwelling Unit Advisory Board are exceptions to this policy)
6. Subsequent to the Board of Supervisors identifying its strategic plan and initiatives, work initiatives or projects will be sent to each advisory body and any advisory body seeking to work on any non-Board directed projects should (by majority vote) forward its' request for full Board approval, direction and allocation of resources, including staff support
7. Members of advisory boards may not use proxies for meeting attendance and they may not use proxies for voting
8. Advisory board by-law changes should be submitted through the Board Standing Committee that most closely relates to the function of that advisory board

While there was discussion of requiring Board approval before advisory board sub-committees could be formed, this issue was sent back to Ad Hoc Committee who decided to not pursue the matter. The Ad Hoc Committee will continue its meetings with advisory boards and it is very possible that other policy issues may arise. For example, the Committee intends on addressing advisory board budgets at an upcoming meeting. In the meantime, if any of the above policies pose a significant problem for your advisory board, please let us know.

The importance of a knowledgeable and involved staff contact has been made clear in this process. Staff contacts must be familiar with the VA Freedom of Information Act (FOIA) and make sure the group is in compliance with provisions of FOIA. Staff contacts should play a very active role in making sure that advisory boards stay focused on mandated responsibilities (if any) and/or duties that are directed by the Board of Supervisors. Lastly, it is up to the staff contact to ensure compliance with any related Board policy such as those above.

When the Ad Hoc Committee finishes its review of advisory boards, overall guidelines for advisory board staff contacts will be issued. In the meantime, please contact us if you have any questions or need to discuss whether or not an advisory board action, issue or change needs to go through a Standing Committee to the full Board for approval.

c: Member of the Board of Supervisors and Staff Aides
 Kirby M. Bowers, County Administrator
 County Administration Staff